



VICTORY
Lutheran College

BYOD PROGRAM
2021
YEARS 4-12

Introduction

Dear Parents/Guardians,

In 2021, we will be continuing our BYOD (Bring Your Own Device) program in Years 4 to 12. By facilitating a BYOD model, Victory Lutheran College intends to empower students and give them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their own experiences and adapt to this new environment where core skills are enhanced through student-centred learning.

Following discussions with staff, it has been decided to extend the compulsory BYOD program into Year 4 for 2021. We feel this is important as Year 4 will become a significant year where students are taught the skills to enable them to make full use of their device moving forward.

As a result, it has been decided that Year 4 and any new students in Year 5 including those existing students purchasing a computer for the first time will only have the choice of one standard device, the Microsoft Surface Go. Students will not have the choice to bring their own device from Year 4 and Year 5.

Extensive research has gone into the selection of this device and we feel it will be one that will not only meet the learning needs of the students but also provide a good transition from the use of iPads to a full laptop.

Using their devices, students will be able to access Cirrus, which offers real-time access to class resources, assignments, discussions, marks and teacher feedback for each of their subjects. This decision is integral to the College's philosophy of maximising the teaching and learning experience by taking advantage of relevant technology.

Studies on BYOD programs have shown that students are more engaged and motivated when using technology to support their personal learning. We expect the program will not only provide students with access to global resources and content but allow students to take ownership of their learning by providing them with a range of options to suit their learning style.

- Increased student participation
- Improved problem solving and critical thinking skills
- Learning becomes student-driven
- Increased comprehension of new technologies and applications
- Personalised instruction
- Increased student collaboration and communication
- Increased digital literacy
- Greater student engagement
- Building digital citizenship

Students' use of technology and communication devices has become normalised to the extent that many already have, and are extremely comfortable using multiple devices available to them at home and on the move. Additionally, the College environment should replicate the post-secondary experience with technology and lead to a smoother transition to further study or the workplace.

I encourage you to read this handbook as it provides an explanation of how the program operates, sets out what is expected of parents/guardians and students and provides information about the College's minimum device specification.

If you have questions about the BYOD Program for 2021, please contact the ICT Team at the College via email: helpdesk@vlc.vic.edu.au

Yours in Service,



Mr John Thompson
Principal

About Bring Your Own Device (BYOD)

WHAT IS BYOD?

Bring Your Own Device or BYOD, is a technology trend in education and in the corporate world, which recognises that choices about technology are very much personal.

BYOD acknowledges technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

HOW DOES IT WORK?

Years 4 to 5 students will be required to bring their own computing device to school each day. The College has set a standard device that must be purchased by all Year 4 and any new students in Year 5, including those existing students purchasing a computer for the first time.

New Year 6 students can choose between Options 1 or 2 opposite.

Years 7-12 students are also required to bring their own computing device to school each day.

The College has set a minimum device specification based on suitability and students are required to agree to the Acceptable Use Agreement that sets out how the device can be used at Victory. Our ICT Support department is available to answer questions and to give assistance.

Families have two options when purchasing a device:

OPTION 1: YEARS 4-5 STANDARD DEVICE

A standard Windows device, the Microsoft Surface Go is supplied through our BYOD partner, Reflex Technology Group (RTG).

OPTION 2: YEARS 7-12 WINDOWS AND MAC DEVICE BUNDLES

There is a choice of three Bundle options that all meet the curriculum requirements at Victory Lutheran College.

Every bundle includes three years extended warranty including accidental damage.

The College has chosen RTG as our BYOD partner. We have selected a specific device to suit the educational needs of Years 4-6 students. Purchasing this device ensures you do not need to worry about confusing specifications, as this has already been done through our selection process. Keyboard, Accidental Damage Protection & Theft Insurance are also all included in the price.

Additionally, our ICT Team will configure each device to ensure it is ready for use upon collection from the College. It will be imported into Microsoft Intune Device Management and loaded with all the necessary software and antivirus programs.

ICT support covers software and networking, the manufacturer provides the accidental damage protection & hardware warranty.

This option is recommended for students in Years 7-9 and especially for students in Years 4-6. It is the preferred option for those less confident in configuring and managing their own devices or for those who just want everything ready to connect and work automatically.

OPTION 3 - GO YOUR OWN WAY (PURCHASING FROM STORE/USING AN EXISTING DEVICE)

It is possible you already own or use a device which meets College requirements, in which case, just bring that. This device can be managed through Microsoft Intune Device Management.

For Years 7-12, if you are considering purchasing a device and are confident in configuring and managing your own device or for those who just want everything ready to connect and work automatically.



KEY DIFFERENCES BETWEEN THE TWO BYOD OPTIONS

BYOD PROGRAM	OPTION 1 YEARS 4-6 (BYOD)	OPTION 2 YEARS 7-12 (BYOD)	OPTION 3 YEARS 7-12 (GYOW)
Supplier Choices	RTG	RTG	Your choice
Device Choices	One Choice only	Three Choices	Any within specification
Data Backups	Automatic	Automatic	Automatic
Network Connections	Automatic	Automatic	Automatic
Operating System Updating	Automatic	Automatic	Automatic
Refreshing Operating System	Yes	Yes	No
Desktop Accessible Anywhere	Yes	Yes	Yes
Device Initial Setup	Done for you	Done for you	Done for you
When do I get it?	January 2021 *	January 2021 *	When you buy it
ICT Support	Complete	Complete	Limited

* Orders placed before 22nd November 2020 will arrive at Victory Lutheran College by mid-January and be ready to go before the start of the 2021 school year. If devices are ordered after this date, we cannot guarantee they will be ready for the start of Term 1 2021

The Device Specification document is included at the end of this handbook and copies can be downloaded from the College website.

BYOD through Victory



Our preferred BYOD partner is RTG who offer Windows and Apple device options at different price points to suit different learning needs for all years.

SELECTING YOUR DEVICE

You can order online directly through RTG to purchase one of the device options. Visit

<https://store.rtg.com.au/page/vlc-online-purchasing-portal-home>

and navigate to the option that is relevant to the student you are purchasing the device for.

When checking out please enter the code: **VLC-BYOD-2021** to make sure the order is matched to the VLC BYOD program, this is found under the 'Coupon Code' section to the right-hand side when checking out.

In the delivery section please enter your home address and under the instructions enter the student/s which the devices in the order are for. The devices will still be shipped directly to the College for our ICT Team for configuration.

COLLECTING YOUR DEVICE

BYOD orders need to be placed by 22nd November 2020 to ensure delivery for the start of the school year. After purchase, RTG will deliver the devices to the College where ICT staff will configure it ready for your child to take home.

The College will notify families when the device is ready for collection from the Administration Office and will arrange an agreed time.

Please be aware stock levels of laptops are so low in Australia, that orders need to be submitted as early as possible to aim for delivery for the start of the school year.

As the devices are configured through Microsoft Intune Device Management all ongoing operation requirements are automated. This includes data backups through Onedrive, printers, resource URL's etc. Your desktop will be available from other College computers if you ever require (flat battery, left at home, lost/broken or stolen etc).

Ongoing software support is provided by the College and hardware support and warranty is provided by the device manufacturer or vendor.

EXITING THE BYOD PROGRAM

On exit of the BYOD program, the device will have a Microsoft Intune wipe completed which will restore the device to factory out of the box condition.

Personal files must be removed prior to exiting. All College supplied licenced software will be removed including Office 365, Adobe, Autocad, Malware Bytes and others.

Go Your Own Way

A number of factors come into selecting a new or checking if your current device meets the required specifications.

You will need to consider the following:

PLATFORM, SIZE AND FORM-FACTOR

Microsoft Windows devices, Apple Macs and iPads are supported in the BYOD program. Tablets must have a separate keyboard and not simply a screen based keyboard.

The screen size can range from 9.7" up to 15.6" as anything smaller or larger than this are far less practical to use. If it's too small, then content creation becomes tiresome and if it's too large then it's hard to put in a school bag/locker each day or even to sit on a school desk with other equipment. Portability, performance, practicality are important personal choices.

Devices will be used for a lot of content creation. This means actually producing work, rather than just consuming reference material like textbooks or teaching videos. A Windows device or a MacBook will have a distinct advantage over an iPad in these scenarios.

SUBJECT SELECTION

If you are intending to study Digital Design or Studio Arts, for example, maybe you will see benefit from a more powerful device or one with a better quality screen and more RAM. Or, maybe you see a benefit in being able to take Mathematics notes on the screen with a digital pen and want a device with a digitizer. This is not to suggest a smaller/slower/cheaper device will inherently put you at an academic disadvantage. Rather the choice of device is personal and should be used to further your learning.

BATTERY LIFE

Devices must come to school fully charged at the beginning of every day. However, the use of College-certified power adaptors (Test and Tag) is permitted at the College. You must not use any adaptor that has not been certified by the College.

The advertised compared to the real battery life is often quite different and batteries degrade significantly over time. You should consider a device which has ample spare battery life. If the device has a removable battery, then consider purchasing a new battery for it in a few years.

The Device Specification states at least six hours of battery life to compensate for these factors and maximise your ability to use it consistently when required without issue.

THE HOME SITUATION

Consider the following:

- Is the device brought to school your primary device at home too?
- Do you have access to or mostly use another device at home?
- Will you use the device for [reasonable amounts of] playing games at home?
- Do you travel to different parents' homes?

If the device is being used more because it is also used at nights/weekends plus during the school day, that will increase wear-and-tear and battery utilisation.

LONGEVITY

Devices have varying build qualities, mostly based on price. Those with cheap flimsy hinges and/or plastic exterior componentry will not last as long as a better-built device. A good quality device, well looked-after could easily last four years and more.

COST

Your personal circumstances will determine how much cost is a consideration.

Beware purchasing the cheapest device available because of factors outlined in this document. At the same time, you should not be spending thousands of dollars on a device to bring to school.

OUR BYOD PARTNER

RTG is an Australian-owned company with over 35 years of experience providing technology solutions in the education space. RTG has been selected by Victory Lutheran College to support the students with their 'Bring Your Own Device' (BYOD) program. The RTG team look forward to supporting your child's technology journey by responding quickly to device orders and warranty requests.

Years 4-5 students must purchase the device via RTG so we can ensure consistent support and configuration.



THE CHRISTMAS CLAUSE - NOT AVAILABLE THIS YEAR

Sadly, due to unprecedented demand for laptops during Remote Learning, there are delays in shipping of new models from overseas. As a result, unfortunately we cannot guarantee delivery before Christmas.

Stock levels are so low in Australia, that orders need to be submitted as early as possible to aim for delivery for the start of the school year.

Go Your Own Way Continued

WARRANTY AND INSURANCE

For families in the BYOD option, warranty and insurance is included.

For families choosing the Go Your Own Way option, it is **strongly recommended** that students have Accidental Damage Protection and Theft Insurance policies for any device they bring to the College.

Defective components usually break down in the first year; anything after that is usually attributed to wear and tear. Extended warranty and insurance can add a large percentage to the cost over time, but they do provide peace of mind that if you are the unlucky one to have a key component fail – you would save significantly on an expensive fix or re-purchase.

For insurance against loss or theft, your best course of action is to specifically list the device as a valuable on the home contents or car insurances. For individual device protection not covered by any other insurance, the average cost is about 20% of the device purchase price to protect against everything like loss, warranty and damage over a three (3) year period.

OTHER TECHNICAL SPECIFICATIONS

The Device Specification only mandates a few technical specifications. Processor speed, screen resolution, RAM quantity, storage (disk) size and the use of spinning or solid state disks are all absent from the specification because these don't impact student's fundamental ability to participate in the Bring Your Own Device program. That's not to say they should not form part of your considerations in selecting a device. The reasonable life of the device, for example, will be significantly impacted by these specifications. And while bigger is better, it comes at the expense of price, weight and battery life.

VERIFY THE CORRECT 5GHZ WI-FI BAND

Marketing for consumer electronics can be confusing and difficult to ascertain in store. Some of the Device Specification elements, in particular the Wi-Fi capabilities needed, are very specific.

5GHz Wi-Fi allows the College to provide high density use areas with industry leading speeds of connection.

SOFTWARE

The ICT Team will enrol your GYOW device into Microsoft Intune Device Management which will automatically install all required software.

When this device is no longer needed for use it will be retired from Microsoft Intune which will remove all VLC software and configurations but leave personal data intact.

Do not purchase anti-virus or most software as the College provides an array of commercial software free of charge, including:

- Malware Bytes (Antivirus and Anti-Malware) - supplied on every device.
- Microsoft Office 365 (Word / Excel / Powerpoint / Outlook / OneNote)
- Adobe Creative Cloud (Photoshop/ Illustrator/InDesign) for Secondary students Autodesk AutoCAD (ACAD, Inventor, 3DS Max, Maya)

Students may choose any other comparable software options relevant to their course of studies, personal preference and within the boundaries of the Acceptable Use Agreement.

Common Parent Concerns

ON THE MATTER OF COST

The purchase of a device is a major decision and a significant expense. A good quality device may last four years (or even more) and viewed over such a period, the expense is considerably less. Victory Lutheran College has taken strides to integrate device use into many aspects of teaching and learning.

ON THE MATTER OF DEVICE SECURITY

The College does not own or warranty the device. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance or you can purchase an Accidental Damage Protection plan for your device.

You may also consider using a device locator service. These services include the "Find my iPad" service built into Apple iOS devices, "Prey" for Windows or "LoJack for Laptops".

Internet access on the device will be filtered at the College and students will be prohibited from connecting to other networks and each other while at school.

ON THE MATTER OF DEVICE USE AT HOME

The College is frequently asked questions about the use of a device at home. This is a matter which is largely a negotiation within the family. Students do not need to use their device in their bedroom at midnight. The freedom and latitude afforded to one child may not, in other circumstances, be appropriate for another.

Students receive information about safe and appropriate device use during their time at Victory. If you feel device use is becoming problematic for your child's schoolwork, you may consider speaking with their Pastoral Care Team Leader to determine what strategies can be put in place to address your concerns.

WHAT DEVICE IS THE BEST DEVICE?

That is a complex subject. The College has recommended device options available through our BYOD partner, however, recognises that technology is an individual choice. Please see the 'Selecting a Device' for a detailed exploration of the factors to consider when making your decision.

HOW TO GET HELP?

If you have a question or issue about the College's Bring Your Own Device program that was not answered in this Handbook, then please email the College at the following address: helpdesk@vlc.vic.edu.au

Support Procedures

If there is a problem with your device, but you don't exactly know what or how to fix it, then don't ignore it or try to make do in class somehow. The ICT Team are available to help.

Support and technical advice are offered to all students, regardless of where their device is from, for any issues related to connecting to the College network resources, such as internet access, printing, file access and online learning tools.

The College provides a Help Desk service to log and track support requests. A library of technical documents is also available to assist students with their device.

ICT Team can not provide support for non-College related software, such as games.

The College has a limited number of loan devices. Students who leave their device at home or forget to charge it overnight will NOT be loaned a College device. All devices loaned to students must be returned by the due date to the ICT Department. Any loss

or damage to a College device is the responsibility of the parents/guardians of the student.

Students and parents/guardians are encouraged to email for assistance: helpdesk@vlc.vic.edu.au

BYOD THROUGH VICTORY

Due to the nature of BYOD devices being 'bonded' to the College network, it is possible for ICT to automate most of the ongoing management of the device.

Should a device not function it is possible to log on and access their desktop from another device.

Parents/Guardians must lodge any warranty claim and pay (if any) an excess for accidental damage. The ICT Team will assist you through the entire process.

If your device requires repairs VLC will lend you a device temporarily as long as they supply ICT with a copy of a repair receipt or warranty/accidental damage claim.

GO YOUR OWN WAY

The intention for GYOW is to allow devices that meet the minimum requirements of the school to be used and have all VLC apps and configurations installed alongside any personal configuration, which will be removed when the student leaves VLC or replaces the device.

Resolving any hardware concerns is the responsibility of the user. The ICT Team cannot mediate disputes, fix devices or facilitate repairs.

A device will be loaned to students whose GYOW device is in need of repair, on presentation of a repair receipt from your local supplier/service agent.



Bringing a Device to School for the First Time

1. The Acceptable Use Agreement

The Acceptable Use Agreement and BYOD Classroom Guidelines sets out the rights and responsibilities of students and families in the BYOD program at the College. It is required that both the student and their parents/guardians must agree to and sign the Acceptable Use Agreement, ICT and eSafety Policy and BYOD Classroom Guidelines, before the student can access the College digital systems and Internet resources each year.

It should also be noted that parents/guardians and students are accepting these policies every time they log into Cirrus as well.

2. Know your credentials (Student ID and Password)

All students are given a Victory Lutheran College Student ID (which is also your Username e.g. 001020) and a password. These credentials identify you and your BYOD devices throughout the College and provide you secure access.

3. Organise to leave device with the College ICT Department for one day to set up.

For those who will be bringing their device to school for the first time in the new year, or who are yet to collect the device, the VLC ICT Team will need the device left with them for approximately 2-3 business days to complete the setup of all required applications and configuration.

Important updates to VLC software will be controlled through the management software including the backup of work to the students Microsoft Onedrive account.

The Fine Print

'BRING YOUR OWN DEVICE' POLICY

Rationale

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. Victory Lutheran College values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the College's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Victory Lutheran College empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally-delivered model and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely.

Objectives

1. To facilitate and promote a BYOD Program for students in Years 4-12.
2. To provide a safe environment for students to further Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Victory Lutheran College teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

(A) Students and Parents/Guardians

- Years 4-12 student must bring their device from the start of Term 1.
- This device must be a personal device of student's own choosing and ownership which meets the **Device Specification**.
- The personal device should be brought to the College on each and every school day and be solely the student's to use throughout the day.
- Students and parents/guardians are responsible for ensuring the device brought to the College meets all the requirements of the **Device Specification**. A device which does not meet the Specification will not be permitted access to the College networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the Device Specification must apply for and receive an exemption from the Specification before bringing such a device. The application should state the reason for the request for exemption.
- Prior to bringing a personal device for the first time, students and their parents/guardians must read and accept the **Acceptable Use Agreement** and **ICT and eSafety Policy** which sets out the responsibilities and expectations for use of the personal device at Victory Lutheran College.
- Students must use their device in accordance with the College's **ICT and eSafety Policy** and the **Acceptable Use Agreement**.
- Students must follow teachers' directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst:
 - at the College or at other College activities; and
 - travelling to and from the College or to and from other College activities.

- Students must connect their device to the designated wireless data network supplied by Victory Lutheran College using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Victory Lutheran College designated network to any other network.

(B) Teachers

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures in case a student fails to bring their device, in the same manner as if a student fails to bring any other required material to class.

(C) Victory Lutheran College

Victory Lutheran College will:

- Provide the **Acceptable Use Agreement** to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the **Acceptable Use Agreement** is signed by each student and their parents/guardians prior to allowing the student's device to be brought into the College.
- Publish a **Device Specification** that describes the requirements for devices brought to the College pursuant to the BYOD program. This Device Specification may include requirements for:
 - Size or form factor
 - Network connectivity
 - Operating system and standard software
 - Input method
 - Security measures
 - Battery runtime
 - Other device features or software requirements determined by the College.
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
- Provide support to assist students to connect and manage their devices throughout the BYOD program.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the College, a member of the College staff or of another student.
- Should a student's device fail to meet a requirement of the **Device Specification**, the College will not facilitate the student's access to any network or College services. The College may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.
- The College has a limited number of loan devices. Students who leave their device at home or forget to charge it overnight will NOT be loaned a College device. All devices loaned to students must be returned by the due date to the ICT Department. Any loss or damage to a College device is the responsibility of the parents/guardians of the student.



ICT and eSafety Policy

current as of 27th October 2020

The overall aim of Victory Lutheran College is to provide a safe learning environment with an eSafe (electronically safe) culture which is in keeping with the values of the College. The objective of this Agreement is to ensure the safe and ethical use of ICT within the College community.

The College provides you with the opportunity to use ICT equipment/devices and gives you rights to use and access services on the College network. The College expects you to act responsibly as you would with all other College equipment and facilities. All students from Years 4 -12 have individual usernames on the College Network. Years 2 and 3 students are provided with unique email addresses but their use is strictly monitored by their teacher.

The conditions outlined in this document apply to the use of the electronic communication system at the College. Electronic communications include, but are not limited to, all internet, intranet and email activities and related applications. The authorised users of the College's electronic communication systems are required to comply with the Agreement.

Breaches of this Agreement can undermine the values of the College and the safety of the eLearning environment, especially when ICT is used to facilitate misconduct. Such a breach deemed by the College to be harmful to the safety of the College or its members, may result in disciplinary action.

Please note students are not able to commence using the College's computer network, internet access facilities, or other ICT equipment/devices as defined in this Agreement until the acknowledgement page of this Agreement has been signed and returned to your child's Year Level Team Leader.

Definitions of terms used in this Agreement.

- **'eSafety'** refers to the safe use of the internet and electronic communication systems.
- **'Electronic communication'** includes, but is not limited to communication made by using ICT equipment/devices such as Internet, Intranet, email and mobile phone activities and related applications.
- **'ICT'** the term 'Information and Communication Technologies'
- **'ICT equipment/devices'** include, but is not limited to, computers (such as desktops, laptops/notebooks, iPads, PDA's), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies as they come into use.
- **'Agreement'** means this Agreement and any related eSafety Policy and Agreement which may be developed by the College from time to time.
- **'Prohibited use'** means use of College ICT or privately owned or leased ICT on the College site or at any College-related activity, in a manner which is contrary to the terms of this Agreement.
- **'College'** means Victory Lutheran College.
- **'College related activity'** includes, but is not limited to, an excursion, camp, sporting or cultural event, wherever its location.
- **'Unacceptable use'** includes, but is not limited to, acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, deliberate defacement or damage to any ICT device or equipment, plagiarism, gaming, impersonation/identity theft, inappropriate use of email.

Your username gives you special privileges and responsibilities. Each user is responsible for how this is used. Before you are given access rights, you will need to agree to a number of conditions, which are outlined below.

1. Security

- 1.1. For security reasons we expect you to keep your passwords and network login details private. You need to keep all your drives and files secure, and prevent others from accessing your work without permission. You must respect the rights and privacy of others and under no condition access their network accounts though their password and login, or through unacceptable use or illegal means: eg Hacking.

2. Storage

- 2.1. Make sure to save all documents on your VLC One Drive. All documents will be continuously synced keeping you protected at all times where you have an Internet connection.
- 2.2. Shared documents will be stored using one of Microsoft Office's many platforms eg. OneNote, SharePoint, Teams etc. All Microsoft products are now cloud based constantly syncing to back up your data.
- 2.3. **USB devices** are accepted for school related resources/ documents to be stored on. These are not to be used to transfer games or music to and from the College network.

3. Internet

- 3.1. Internet access is provided to students for educational purposes. The College provides access to quality online information sources via the Intranet and Cirrus for curriculum material etc. The allowance made to students for Internet use is generous, and appropriate for such educational usage. While the College has a large capacity connection to the Internet, downloading large files such as graphics, sounds and software will quickly use the data allocation provided to each student. **Downloading or streaming music and/or videos is forbidden.** Accessing online sites purely for personal use or entertainment (such as games) is also a breach of this agreement, unless approved by a teacher. Please speak with your teacher or the ICT Team about this if you are in doubt.
- 3.2. Use of file-sharing, torrents, VPN's, proxies are specifically banned and blocked by our system. BYOD students are not to use such services at school and should ensure they are disabled.
- 3.3. Access to the Internet via the College's facilities may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. You must respect laws and other people's rights, including copyright laws and antidiscrimination laws. Use of social networks (such as Facebook), public chat sites and programs are not permitted. **All use of the Internet is recorded and the Information Technology Department can monitor all Internet sites visited by students should there be cause for concern. Random monitoring also takes place throughout the year. This also applies to BYOD students.**

4. Mobile Phones, iPods and other Personal Electronic Devices (PED's) and BYOD

- 4.1. The Administration Office is the appropriate means for contact between parents/guardians and children while the child is at school. Mobile phones are not to be used for this purpose. Permission to have mobile phones and PED's at

school or while under the College's supervision is dependent on the parent/guardian giving permission each year in the form of a signed copy of this policy for each child permitted to have these. Parents/Guardians may withdraw their permission at any time by notifying the College. All mobile phones must be switched off when the student arrives at the College, and must not be switched on again until leaving the College's supervision.

4.2 Mobile phones must not be connected to the College network and are not acceptable for our BYOD program.

4.3. **All students in Foundation to Year 6** must hand their PEDs in at Administration. **Secondary School students** may leave theirs in their lockers during the day. In cases where security is considered an issue, Secondary School students should hand PEDs into the Administration Office.

4.4. **Years 4-12 students** are required to participate in our **BYOD** program and should familiarise themselves with the conditions and expectations outlined in our BYOD Handbook. These devices may be used by students throughout the day.

4.5. Staff are entitled to confiscate mobile phones or PED's from students who carry/use them during the school day. Students can collect these from the Administration Office after school. Subsequent infringements will result in a parent/guardian being required to collect the device from the Administration Office.

4.6. **BYOD student devices can be confiscated** by staff if they are suspected of breaking this agreement in any way. Parents/Guardians will be asked to collect the device and discuss the suspected breach with the Head of School or Principal.

4.7. Personal music must never be listened to during class. Earphones or headphones must be carried by students, but only used if explicitly instructed to by a teacher for class purposes (not personal music). Years 11 and 12 may listen to personal and appropriate music stored on their device during designated study periods in Argus, but must never stream music or video.

4.8. Mobile phones and PED's are each student's responsibility. The College can not be held liable for damage, loss or theft.

5. Copyright

5.1. Copyright laws and licensing agreements must be respected and sources appropriately acknowledged and referenced. You are expected to abide by the Copyright Laws and licensing agreements. The fair dealing legislation allows student use of copyrighted materials provided they abide by attribution and referencing of materials.

6. Network Printing & Internet Use

6.1. The College provides network printers and Internet for student use. A reasonable print allocation and download limit is provided to each student. If this allocation is exceeded, the ability to print at school and browse the Internet will be suspended until additional print capacity is purchased by the student at the Administration Office.

7. Email

- 7.1. Email is only used in class time at the request of the class teacher or as required for school communication at home.
- 7.2 Use of public chat sites and programs is not permitted, unless agreed to by the class teacher. It should be noted that your

email address carries the College name. Therefore, the email network must NEVER be used to make comments that:

- (a) are rude, obscene or offensive, including discrimination against any person or group;
- (b) are discourteous to an individual or organisation;
- (c) might injure the reputation of another person or offend that person;
- (d) are trivial or likely to annoy the receiver.

8. Laptops/Personal Computers/Tablets/iPads/BYOD

- 8.1. Only students in Years 4-12 may bring a BYOD for school use.
- 8.2. Students in other year levels may be granted permission by the Head of School to BYOD for special learning needs or circumstances.
- 8.3. If permission is given to bring a device to the College, it is agreed to use it only during school periods, for schoolwork only. Students will be personally responsible for preventing loss or damage to the computer.
- 8.4. Because of the requirements of the Victorian Curriculum and Assessment Authority, there may be instances when class work and/or assessment can not be completed using the portable computer. This will be decided at the discretion of the classroom teacher.

9. Privacy

- 9.1. The Privacy Act requires the College to take reasonable steps to protect the personal information that is held by the College from misuse and unauthorised access.
- 9.2. Whilst access to the facilities is provided by way of a personal account, authorised members of the College ICT Team reserve the right to investigate the way you use the facilities including email, network storage space and internet browsing.
- 9.3. It is understood that BYOD students will have personal information on their device. They are expected to manage this entirely. The College bears no responsibility for the misuse or unauthorised access of these devices.
- 9.4. **Personal Hotspots and bypassing the Victory internet filters and firewalls are specifically banned** whilst at school.
- 9.5. While after school use of technology by students is the responsibility of parents/guardians, College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. This also applies to College related activities. Any breach of this whilst at school will incur College Behaviour Management Policy consequences. Breaches of this outside of school may involve College consequences and/or police involvement.
- 9.6. The College takes a strong position to protect privacy and prevent personal information and opinions being published over technology networks including Facebook, Instagram, YouTube, Twitter (and any further new technology).

10. eSafety

- 10.1. It is the responsibility of all students to be proactive to ensure their safety in online environments. The College provides education for students about safety with ICT. The following Code of Conduct provides some guidelines for use of the internet and electronic communication systems.

Acceptable Use Agreement

It is required that both the student and their parents/guardians read, understand and agree to this Acceptable Use Agreement and the ICT and eSafety Policy before the student can access the College digital systems and Internet resources.

STUDENTS

COLLEGE COMPUTER/INTERNET USE (ALL STUDENTS)

I accept that: Breaching this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the College's Behaviour Management Policy.

MOBILE PHONE/PED USE (ALL STUDENTS)

I accept that: Breaching this agreement will result in my mobile phone or PED being confiscated and privileges removed, either temporarily or permanently and that this may be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the College's Behaviour Management Policy.

BYOD STUDENTS (YEARS 4-12 AND EXCEPTED STUDENTS ONLY)

I accept that: participation in the BYOD program means my device is to be used only for school work when at the College. I also understand that the College can not accept liability in any form should the computer be stolen or receive any damage during the period it remains on the College premises. I have read and accept the terms, conditions and expectations outlined in this agreement and the College BYOD Handbook.

CODE OF CONDUCT

When you use electronic communication your behaviour should be in keeping with acceptable College standards. Undesirable behaviour includes browsing, downloading or distributing material of an antisocial nature, pornographic, violent, destructive, demeaning or denigration of others, swearing and harassment. Under no circumstances should ICT equipment be used to facilitate behaviour which is either inappropriate in the College environment or illegal.

eSafe Online Conduct

- I will not post pictures of myself or my friends online. I will use an avatar to represent myself.
- I will be careful about sharing too much personal information (such as but not limited to, my last name, home or email addresses, any telephone numbers, including mobile numbers)
- If I am not sure if it is safe to say something, I will ask my teacher or parent/guardian. For example, "I like basketball and want to write a lot about basketball online. That is fine but I should not write the full name of my team and where and when we practice."
- Anything I communicate online – words, pictures, video or other projects will be something I would be happy to have my parents/guardians or teachers see. I will use appropriate language and I keep in mind at all times that I am representing myself, my family and my College to the whole world.

PARENTS/GUARDIANS

COLLEGE COMPUTER/INTERNET USE

As the parent/guardian of this student, I have read the ICT & eSafety Acceptable Use Agreement. I understand that the ICT equipment/devices at the College are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges. I also understand that theft or damage to equipment will result in a bill for the cost of replacement parts or repairs.

INTERNET ACCESS

I understand that it is impossible for the College to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the College will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility to avoid access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

MOBILE PHONE/PED USE

As the parent/guardian of this student, I have read the ICT & eSafety Acceptable Use Agreement. I understand that I should not attempt to contact my son/daughter on their mobile phone during school hours. I also understand that if my child's phone or PED is confiscated a second time, I will be required to collect it from the College Administration Office.

- I will use images that I create myself or that I know are from shared, copyright-free sources. When I use other people's words or images I will give them credit.
- If I feel uncomfortable or threatened in cyberspace I will report it to a teacher or parent/guardian.

Mobile Phone / PED Conduct

- I will not bring my phone/PED/BYOD to school unless authorised in this document by my parents/guardians.
- I will turn my phone/PED off upon arriving at school and will not turn it on until I leave school.
- I will secure my phone/PED in my locker during the day or leave it at the Administration Office and I understand that the College is not liable for any damage, loss or theft.

BYOD Conduct

- I will not bring my personal BYOD to school unless authorised in this document by my parents/guardians and I have read and understood the requirements specifically outlined in the BYOD Handbook.
- I will not use my device for non-school purposes whilst at the College.
- I am responsible for the security, condition and maintenance of my device.
- I will ensure my device is fully charged each day before bringing it to the College.

BYOD Classroom Guidelines and Student Agreement

Possessing and using a personal electronic device at Victory Lutheran College is a privilege and not a right. Please respect all rules and policies. These guidelines are required to assist teachers in their duty of care to all students.

By agreeing to the Classroom Guidelines below, students and their families have also agreed to abide by the full 'ICT and eSafety Policy' and 'Acceptable Use Agreement' at Victory Lutheran College.

Before the start of each school year, this BYOD Classroom Guideline and Student Agreement will be emailed home to families. Students and their parents/guardians must sign the BYOD Classroom Guidelines and Student Agreement form and return to the Primary classroom teacher or for Secondary students, to the relevant Year Level Team Leader before devices can be brought to the College.

GUIDELINES

1. Technology devices are tools for learning, not toys.
2. Devices are to be brought to Victory Lutheran College fully charged each day.
3. Devices are to remain closed or off in class until otherwise instructed by the teacher.
4. Personal hotspots, tethering and personal data plans are never to be used at the College.
5. Mobile phones must never be carried around the College or used between 8.30am and 3.15pm unless explicitly requested by a teacher for a learning purpose in a lesson.
6. Audio, video or photographic recordings must never be taken at the College unless your teacher has granted permission for a school-related task.
7. YouTube or other streaming services and social media are never to be used whilst at Victory Lutheran College, unless express teacher permission is given. Bittorrents, KODI and the like are never allowed.
8. Students are responsible for the security of their own device. Victory Lutheran College provides a locker for each student and can not be held responsible for any loss or damage to devices. Passwords/accounts must never be shared. Students are not to touch other students' devices without their express permission.
9. Devices are not to be used in the yard during break times.
10. College staff are permitted to view what information has been accessed or stored on your device. Suspected serious breaches may be investigated more thoroughly by the College ICT Team.

PERSONAL MUSIC

Personal music must never be listened to during class. Earphones or headphones must be carried by students, but only used if explicitly instructed to by a teacher for class purposes (not personal music). Years 11 and 12 students may listen to personal and appropriate music stored on their device during designated study periods in Argus, but must never stream music or video.

CONSEQUENCES FOR BREAKING THE AGREEMENT

- A warning will be given and, if need be, the teacher will make an infringement record notifying parents/guardians and staff.
- Devices can be confiscated and investigated by staff/ICT if suspicion of a serious breach is reasonable.
- Repeated or more serious infringements of guidelines will see possible removal of device access for a period, suspension from the College and/or police involvement.

Not all device misuse is the same. Some misuse could result in greater consequences than those listed above.

Device Specification: Hardware

Take this guide with you if you decide to buy a device in a store.

HARDWARE SPECIFICATION	
The device must meet all of the following requirements:	
Form Factor	Laptop or convertible device
Physical Dimensions	Minimum Screen Size: 9.7" Maximum weight: 2kg Minimum RAM: 8GB Minimum Disk configuration: 128 Solid State disk (SSD) External Mouse (particularly for Media/Arts students)
Operating System	64 Bit Operating Systems, wherever possible Laptops - Microsoft Windows 10 Mac - Apple MacOS X 10.8 or newer
Wireless Compatibility	AC 5GHz
Battery Life	Advertised battery life of at least six hours of continuous use.
RECOMMENDATIONS	
Device Age – Device manufacture date should not exceed 5 years.	
SOFTWARE	
There is no need to purchase anti-virus or software for a BYOD program device. The College provides an array of commercial software free of charge, including:	
	Malware Bytes Microsoft Office 365 (Word / Excel / Powerpoint / Outlook / OneNote) Adobe Creative Cloud (Photoshop / Illustrator / InDesign) for select students studying Creative Arts Autodesk AutoCAD (ACAD, Inventor, 3DS Max, Maya)
Web Browser	Chrome



VICTORY
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